

Applicant's Legal Name (First, Middle Initial, Last)		Applicant	
		<input type="checkbox"/> Business Owner <input type="checkbox"/> Property Owner	
Legal Name of Business/Property Entity		Business/Entity Mailing Address	
Type of Business/Entity Organization		Business/Entity Information	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> S Corporation <input type="checkbox"/> C Corporation <input type="checkbox"/> Other:		Phone Number:	
		Cell Phone - Applicant:	
		E-mail Address - Applicant:	
		Federal Employment ID #:	
If firm is a subsidiary, Name of Parent Company		Federal Employment ID # of Parent:	
		Small Women/Minority Owned <input type="checkbox"/> Yes <input type="checkbox"/> No Virginia SWAM # _____	
		Business Website Address:	
Please answer the following questions.			
1) Has the applicant, officer, director and owners listed in the application ever been in receivership, had any judgments, repossessions, garnishments, or declared bankruptcy?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2) Are any tax obligations, including payroll taxes past due?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
3) Has the applicant, officer, director and owners listed in the application been informed of any current or on-going investigation to possible violations of state and/or federal securities laws?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
4) Are the applicant, officer, director and owners listed in the application currently a defendant in any suit or legal action?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5) Has the applicant ever been charged or convicted of any criminal offense other than a traffic violation?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
6) Has the applicant officer, director and owners listed in the application sought bank financing for this project?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Public Information Disclosure			
The undersigned understands and agrees that all information furnished in connection with this grant application involves the use of public funds and as such may be made public pursuant to the statues of the United States of America and the Commonwealth of Virginia.			
Authorization			
The undersigned authorizes the Industrial Development Authority of the City of Hampton, Virginia and/or its designee to verify any and all information furnished in connection with this application. Everything that has been stated in the application is correct to the best of my knowledge.			
If Applicant is an Individual/Sole Proprietor, etc:		If Applicant is a Corporation, Partnership, etc.	
_____ Signature of Applicant		_____ Signature of Authorized Officer, Partner, etc.	
_____ Date		_____ Date	
		_____ Title	

- 1) Describe the location and proposed retail project (i.e. renovations, rehabilitation, other) and the estimated timeline for completion?
- 2) Have you completed any of the following - site plans, architectural renderings, construction drawings, obtained estimates, please explain and attach any completed documents.
- 3) Do you have an idea of the total cost to accomplish item 1?
If yes, total estimated cost \$_____ and requested grant funding? \$_____.
If no, skip to question four (4).
- 4) Describe why it is believed that grant funds are required to make this project feasible?
- 5) List any other sources of funds that will be used in conjunction with this application.

Required Application Attachments

A. Provide a list all officers, directors, owners and or partners utilizing the following format.

Name	Address	Telephone #	Office Held	% Ownership
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B. Resume of principals and top management, if applicant is an individual, resume of individual.

C. If a **Property Owner** is making an application please provide:

- ☐ Attach proof of ownership (copy of Deed)
- ☐ Provide a copy of your Leasing Plan
- ☐ Pro-forma Income Projections (profit & loss statement)
 - Three-year summary
 - Detailed month by month, first year
 - Detailed by quarters, second and third years

D. If a **Retail Business Owner** is making an application please provide:

- ☐ Attach Lessor/Owner Authorization Form
- ☐ Attach copy of the Lease Agreement
- ☐ Provide a copy of your Business Plan
- ☐ Previous Two Years Tax Returns
- ☐ Pro-forma Income Projections (profit & loss statement)
 - Three-year summary
 - Detailed month by month, first year
 - Detailed by quarters, second and third years

E. Attach a project schedule outlining the start and completion date.

F. Information necessary to support the grant application including but not limited to estimates, quotes, contracts and leases. Also, include documentation from architects, engineers, contractors, suppliers, or others involved in the sale, lease or construction of fixed assets, if any.

**For questions concerning this grant application call the City of Hampton
Department of Economic Development at (757) 727-6237**